



**Committee Meeting: Verdi Deep Dive. Monday 23<sup>rd</sup> October, 2pm at Fakenham Parish Church**

*Most normal business will be discussed at the next full committee meeting on Thursday 23<sup>rd</sup> November, 7.30pm. Zoom.*

- 1) Apologies – RD, TB, JM
- 2) Safeguarding policy - signed off by RB
- 3) Fakenham Market Tolls Grant Application – application details had been circulated prior to the meeting. Proposed RB, 2nd CB and all present agreed they could be submitted
- 4) Confirmation that 2024/25 concerts are in the FPC diary – RB would double check
- 5) Verdi Deep Dive (see below)
- 6) AOB -
  - i. Zoom invite for November meeting – CB would organise these
  - ii. Christmas concert refreshments and drinks. As JM may not be well enough, FCS may need someone else to cover drinks and orchestra teams. Committee would check in the JM nearer the time, although GA felt we should have sufficient wine in stock. TT offered to approach the four Fakenham supermarkets to see if they might like to provide mince pies. All agreed

Item reminders for future meetings	
Autumn 2023	Sign off changes to general H&S policy and risk assessments
	Cloud storage and digitisation of FCS documents
	Garden Party 2024 - hosting at Model Farm
	Come & Sing – October / November 2024
	Christmas Tree Festival
	Carol singing – marketplace and care homes
Spring 2024	Garden Party confirmation

<p><b>1.</b></p> <p><b>Parking for choir, orchestra and soloists</b></p>	<ul style="list-style-type: none"> <li>• Should we consider asking the Junior School</li> </ul>	<p>RD has booked the Junior school playground for all 3 concerts. Limited to FCS members, soloists and musicians.</p> <p>Cost (usually we've paid £50) – RD suggests an honesty box for members to put a donation in. FCS funds to make up to an amount the committee feels is appropriate.</p>
<p><b>2.</b></p> <p><b>Orchestra teas for 37</b></p>	<ul style="list-style-type: none"> <li>• Seems too much for us to manage with the logistics of turning the church around quickly before the performance</li> </ul>	<p>RD has provisional booked the Community Centre lounge and kitchen for 20<sup>th</sup> April from 4pm – 11pm. Cost is £81.20.</p>
<p><b>3.</b></p> <p><b>Instrument case storage and musician changing area</b></p>	<ul style="list-style-type: none"> <li>• Where could instrument cases be stored</li> <li>• Is there room in the chancel for cases, musicians (who will need to change) and the choir</li> </ul>	<p>This gives more room for refreshments, instrument case storage, a place to change and additional toilets.</p> <p>We will need someone to lock up or stay there during rehearsal and concert.</p> <p>RB made the committee aware that these areas are not huge so may not also accommodate the choir.</p> <p>37 orchestral teas (possibly plus soloists)</p>

		<p>would be a lot to organise from the choir. Suggested we ask Flour &amp; Bean for a quote for platters OR just savoury platters and ask choir members to provide cakes.</p> <p><b>ACTION</b> – JM to get quotes. Is this a sponsorship opportunity?</p> <p>We may also be short of wine glasses. Do supermarkets still loan these out when drinks are bought from them.</p> <p><b>ACTION</b> – JM to ask the supermarket where she buys the wine</p>
<p>4.</p> <p><b>Using the north door if works on the south porch over-run</b></p>	<p>Concerns:</p> <ol style="list-style-type: none"> <li>Staging get in and out</li> <li>musicians</li> <li>choir</li> <li>audience members</li> <li>disabled access</li> <li>Impact on using the Trinity Room for Friends reception</li> <li>Reduction in safe exits in case of an emergency</li> </ol> <p>Need a Plan A and B for south and north doors</p>	<ul style="list-style-type: none"> <li>Committee went outside to look at the route from the car park and the steps into the Trinity Room.</li> <li>After the tarmac there is quite a stretch of gravel so anything taken that way would need to be carried individually</li> <li>Could GJL reverse the truck up the gap from the road to make off-loading easier.</li> </ul> <p><b>ACTION</b> One to ask them and perhaps try at Christmas</p> <ul style="list-style-type: none"> <li>There were two steps down from the north door into the Trinity Room. RB confirmed there would be a ramp in place whilst the south porch work was being carried out</li> <li>Other option could be to bring staging through the kitchen (a step UP from outside). The route could be reasonably clear, but stage flats would need to be carried individually and there was a slight bottle neck at the kitchen / toilet end.</li> </ul> <p><b>ACTION</b> One to try at Christmas.</p> <ul style="list-style-type: none"> <li>Using the north door for choir / musicians / audience members would need care. <ul style="list-style-type: none"> <li>A steward to be on hand before the performance</li> </ul> </li> <li>Committee felt that the Trinity Room could be divided into two, with ticket tables nearest the door and the Friend's reception at the other end <ul style="list-style-type: none"> <li>Once everyone was in and the reception over, the Trinity Room could be used for drinks</li> <li>For H&amp;S we needed to keep a through route behind the stage to the chancel door. This would mean limiting choir numbers to 88 as per RD's suggestion.</li> </ul> </li> </ul> <p><b>ACTION</b> Seating / staging to be looked at in situ at the Christmas concert</p>
<p>5.</p> <p><b>Managing choir numbers and siting of soloists</b></p>	<ol style="list-style-type: none"> <li>Maximum numbers</li> <li>Siting of soloists</li> <li>Invite for Justin, Jonathan and James to sing (no fee attached). Also Willow.</li> <li>Processing in – choir, soloists &amp;</li> </ol>	<ol style="list-style-type: none"> <li>RD – 88 with normal set up (no gaps). 94/96 with extra platforms but this causes access issues to chancel fire exit. RD proposes 88 maximum. Need to borrow Cley chairs as FCS only has 99. Church will have also lost pews at back as part of porch works</li> </ol>

	<p>musicians</p> <p>e. End of performance logistics</p>	<ul style="list-style-type: none"> <li>• Max choir numbers 88. Likely that we may have a few drop outs. We could invite James, Justin and Jonathan to sing with the choir (no fee). Janet Kelsey would also like to join in if she is in the country then (MJ had already said this was fine).</li> <li>• We would need the Cley fold out chairs to cover choir, orchestra and audience seating where the back pews would be lost (3 rows at back on both sides of aisle – approx. 36 seats). We have 99 chairs, so c10 once choir are seated. 37 orchestra, so 27 chairs from the Cley ones. How many would this leave?</li> <li>• Soloists need to be in front of MJ, so putting them on the front pew was the least favourable position. Unlikely there would be enough room on the platform for four seats, so they may need to come in from the side</li> </ul> <p>RD – <b>ACTION</b> at Christmas look at the possibility of having one extra platform on short legs at the front of the choir for soloists.</p> <ul style="list-style-type: none"> <li>•Soloists may have to sit at the side and move onto the steps to sing</li> <li>•MJ – not ideal for him or soloists, but they could sit in the front pew</li> </ul> <p>c. <b>RD</b> – to make room for the orchestra, some items near the organ will have to be moved into the Trinity Room.</p> <ul style="list-style-type: none"> <li>•Processing in with a large orchestra will be a problem.</li> <li>•Can we process from back of church or seat the choir before the orchestra. NO LATE-COMERS!</li> </ul> <p><b>TT</b> – if choir assembles in Community Centre but files in via Chancel door (leave coats in chancel), could anything be stored in Chancel rather than Trinity Rm?</p> <ul style="list-style-type: none"> <li>•Processing in from back of church &amp; impact on audience congestion?</li> </ul> <ul style="list-style-type: none"> <li>• North aisle had lots being stored there which would need to be moved. The clothes rails were likely to be gone. The folded tables would need to be moved – there may be room by the side altar in the south aisle. Some could go by the Trinity Room glass doors, but we’d need to assess this at Christmas</li> <li>• Some heavy church furniture could be moved and stored in the north aisle against the organ</li> <li>• South aisle (east end) could be cleared. Possibility of storing some things in the chancel but this depends on where the choir will form up.</li> </ul>
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<p>6.</p> <p><b>Avoiding congestion before the performance –</b></p> <p><b>ASSUMING SOUTH PORCH IS IN USE</b></p>	<p>a. Rethink where we site:  Tickets  Programme Sales  Drinks  Friends Reception</p> <p>b. Can anything be moved at the back of the church to allow more room</p> <p>c. Can anything be sited in the porch</p> <p>d. Can we use a steward to filter pre-sold ticket holders vs. those buying at the door</p> <p>e. Is it feasible, to send pre-purchased ticket holders to the north porch.</p> <p>f. How do we vet audience members and where</p> <p>g. Do we need a second card reader (tickets then drinks / draw tickets)</p> <p>h. Can we make better use of the Trinity Room</p>	<p><b>RD</b> - FPC will lose 6 pews (36 seats) at back due to porch works.</p> <p><b>RD – thoughts</b></p> <ul style="list-style-type: none"> <li>• We need to work out the maximum audience numbers, taking into account Friends, Sponsors and VIPs</li> <li>• Can the ticket price be increased and include a programme to reduce extra transactions</li> <li>• How many programmes as people may want one as a memory. Do we give them free to musicians &amp; soloists or charge.</li> <li>• If we sell out, could we sell £5 tickets for the afternoon rehearsal?</li> </ul> <p><b>TT</b> – may be contractually difficult for soloists, who would have to agree.</p> <ul style="list-style-type: none"> <li>• Committee agreed it wasn't feasible to have an audience at rehearsal</li> <li>• Committee agreed to set a ticket price to include a programme</li> <li>• Committee agreed it wasn't feasible to have</li> </ul>

		<p>designated areas for those pre-buying tickets and those at the door NOR to have two tiered pricing</p> <ul style="list-style-type: none"> <li>• GA happy that we purchase a second card reader, but it would need WiFi (or a phone hot spot), someone with a tablet and who knows how to use it. Committee wondered about Mandy Etherington</li> </ul>
<p>7. <b>Managing audience numbers</b></p>	<p>a. What is the maximum safe capacity in the church, bearing in mind the choir and orchestra numbers</p> <p>b. Should publicity push pre-sales due to likely numbers (e.g. don't mention at the door on posters, or limited availability at the door)</p> <p>c. Should the seating be divided so those who have pre-purchased tickets get priority (central nave)</p> <p>d. How would those selling tickets on the night 'count down' to our maximum safe capacity</p> <p>e. Do we have enough stewards to manage these different roles</p>	<ul style="list-style-type: none"> <li>• RB explained how the new ramp would impinge on the south aisle. This would severely limit the number of chairs we could have there. There would also be two steps down between the top two pillars where we traditionally have the ticket / drinks tables.</li> <li>• If the south porch was NOT in use, we could put drinks tables by the new steps</li> <li>• Committee tried out pews and it was just about possible to seat 6</li> <li>• There would be 20 pews left (max 120 seats to include Friends, sponsors, VIPs).</li> <li>• We could probably get three or four rows where the old pews were (especially if there were fold out chairs left over). If each row was of 6 chairs this would be max 48</li> <li>• North aisle (bearing in mind extended orchestra and stored furniture) possibly 25. A safe route should be maintained through the Trinity Room</li> <li>• South aisle – could be designated for wheelchairs? Otherwise with orchestra and ramp, seats could be down to c15</li> </ul> <p>Optimistically our absolute maximum number of audience members would be c200</p> <ul style="list-style-type: none"> <li>• Committee agreed we should go back to printed, numbered tickets. This would allow us to count down to our capacity if there were at the door sales</li> <li>• All publicity need to emphasise the need to pre-purchase</li> <li>• We would not need a steward to sell programmes.</li> </ul>
<p>8. <b>Refreshment Sales</b></p>	<p>a. Position of tables to avoid congestion</p> <p>b. Can the Trinity Room be used more effectively</p>	<ul style="list-style-type: none"> <li>• Ticket card reader could be moved to bar as long as someone knew how to use it (someone pouring and another doing the transactions?) OR selling tickets which were simply transferred for drinks? Different colour for soft of alcoholic (bar to collect in tickets)</li> </ul> <p><b>ACTION</b> – At Christmas look at dividing Trinity Room and if a flow of people using the bars could be achieved to prevent so much congestion. Could the worktop directly outside the kitchen be utilised? Ideally we still need 3 drinks stations</p>

<p>9. <b>Grand Draw Ticket Sales</b></p>	<p>a. How could this be achieved</p> <p>b. Stewards? Table (if so where)? Card reader?</p> <p>c. Purchasers will physically need to write their details on the stubs</p>	<ul style="list-style-type: none"> <li>• Pens could be provided in pews</li> <li>• Audience buying a book could do this in their seats and just complete the first stub. We could then complete the rest. Could only be cash sales</li> <li>• Is there room for a table and card reader just for draw tickets</li> <li>• If the entry process is slicker (mostly pre-sales) could tickets be sold on entry (card reader) for audience to complete in their seats and return stubs at interval or on leaving</li> </ul> <p><b>ACTION</b> – look at available space at Christmas</p>
<p><b>Christmas as a dry run</b></p>	<p>What could we try and Christmas, especially if it is a free concert (so no ticket sales required)</p>	<p>RD – assuming we have numbers to warrant the staging, this is a chance to look at space and access</p>

### Summary

- Much could not be decided / tried out until Christmas or just before the Verdi concert.
- Because of the need to publicise the event, a decision on whether we stay at FPC or move to Wells needs to be made by mid-February. RB knew the contractors and would keep in close contact. Hopefully anything unexpected in the build would have been discovered within the first few weeks.

### General Actions

**JM** – two quotes for platters from Flour & Bean for c40 people. 1 x savoury only 1 x savoury + sweet. Explore if this could be a sponsorship opportunity

**JM** - ask supermarkets if they still hire out glasses if you buy wine from them. Alternatively, if Flour & Bean do outside catering, whether they have glasses

**RB** – check for any broken glasses being stored at FPC

### Christmas Actions

1. Ask GJL if they can try to reverse up the gap to get closer to the church
2. Try taking a flat across the gravel to the north door AND taking one through the kitchen
3. Once staging is up
  - a. See if there is any room for an extra platform on short legs for the soloists
  - b. Set out the FCS chairs for a full orchestra to gauge the space needed
4. Look at dividing the Trinity room into two, with Friends reception at glass door end
5. Try out different bar area scenarios and how to improve flow
6. Look at where we could sell grand draw tickets (in Trinity Room OR ticket table)